

Technology for Improved Learning outcomes

School Technology Advanced Management Plan (STAMP)

School Name:

Idara /Governorate:

School Principal:

Date:

Introduction

This School Technology Advanced Management Plan (STAMP) is an outline for technology integration processes in schools in alignment with Ministry of Education strategic plan and the National Education Standards. STAMP components will assist you to enhance and upgrade your school reform processes in main aspects such as professional development, teachers and students learning, community participation

STAMP Target:

- School principals
- Teachers
- Students
- Boards of trustees
- Parents
- Local community including business and nongovernmental organizations
- Partners and other stakeholders interested in education technology integration

STAMP Components:

1. Technology Facilities management
2. Daily management of People and Resources
3. Creation and Management of Community Participation (CLCs)/Community use of resources
4. School IT support, Maintenance and Troubleshooting
5. Professional Development of Teachers
6. Partnerships
7. Financial Planning and Fund Raising

STAMP Implementation:

STAMP is designed to be implemented at the school level by STAMP committee which works closely with the school quality team created through the education reform process.

STAMP committee should be divided into teams and the leaders of each work team should direct team members to observe the following measures.

- Review specific objectives (activities and procedures) suggested for achieving the relevant general goals.
- Review each objective and then ask each team member to individually analyze each objective into workable activities to be executed during the duration of the school improvement process
- Discuss with all members of the team in order to reach a set of activities appropriate for each objective
- Ask each member to express his/her view about which member or group of members should be held responsible for carrying out all of the activities approved by the previous step, considering the following:

- Nature of objective proposed
- Type of activities identified for each objective
- Knowledge of the traits and abilities of the school community members

The Execution Plan:

This objectives table presents a tool for your **School Technology Advanced Management Plan (STAMP) committee** to help them developing a list of activities for each objective. This table is a generic template the committee can adopt to help them thinking through various STAMP components considering the required processes and resources

Specific objectives	Activities /Procedures	Responsible Person	Timing/dates	Contribution of Idara/ others	Estimated budget /resources Community school	Success indicators

Components of (STAMP) Plan

1. Technology Facility Management:

- a. Multimedia room,
- b. TILO activity room...etc

Technology facility management component should indicate how the school will manage the appropriate usage of technology in the school. The technology committee at the school level is expected to be involved in the implementation of this component.

The STAMP should organize the development and monitoring of the technology facility usage.

Suggested Tools:

- Digital Resource usage log for (classrooms/Activity room/ Library)

Kindly list your (STAMP) Committee names and roles below and after discussions with your team please fill out the following table

Execution plan:

Specific objectives	Activities /Procedures	Responsible Person	Timing/dates	Contribution of Idara/ others	Estimated budget /resources Community school	Success indicators

School Technology Advanced Management Plan (STAMP) Committee and Roles

School Name:

No.	Member name	Position	Roles and responsibilities
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

- Committee members' numbers various from one school to another
- Please note that the school Quality team created through the education reform is tasked with creating and participating in the STAMP committee in all schools with technology

Digital Resource Usage Log.

DR Location: Library / Activity room /Classroom

DR Tool:

Please use this form to keep a record of how and when the DR is used. Please let us know if you have any questions. Thank you!

Name of School: _____

Date: _____

Date	Time of Viewing: From _____ to _____	Number of Hours	Teacher or Facilitator	Grade	Number of Viewers	Title of DR	DR tool / Location	Subject	Specific Application
May 11, 2009 (EXAMPLE)	12:00 PM - 1:00 PM	1 hour	Mr. Ayman Hamed	Grade 4	35 (EXAMPLE)	Galapagos and People of the Nile DCGEP videos	DCGEP videos /IT suite case / classroom	Math.	addition/subtraction by counting animals
Oct. 21,2009	9:00 AM- 9:45 AM	1 hour	Ms.Aza ali	Grade 3	40	Reading Companion software	Computers/A ctivity room	Arabic	Learning Letters

2. Plan for Daily Management of People and Resources

Internal School meetings are recommended to be scheduled on a regular basis for various members and teams at the school level to:

- c. Monitor and assess the use of technology and effective teaching methodology
- d. Support and follow-up on the use of effective teaching methods with technology
- e. Provide constructive feedback and guidance for teachers
- f. Sustain collaboration and communication between all teams

The STAMP should create teams and organize regular meetings and keep the technology use on track.

Suggested Tools:

- Teacher portfolio
- Senior Teacher portfolio

Execution plan:

During training cycle both teachers and senior teachers will create and maintain their own portfolios to show how they apply effective teaching methods and integrating technology into their classrooms

A. Teachers Portfolio (App.1)

TILO Teachers create the teacher's portfolio to maintain progress for the following items;

- 1- Samples from his/her activities incorporating effective teaching methods and IT integration
- 2- Teacher's schedule for the IT Activity room and laptop use
- 3- Samples from students work
- 4- SCOPE (Classroom observation sheet + top page) indicating the complete information for the teacher and the date of visit, recommendations and the action plan (App.3).

Follow up and Monitoring on the Teacher's portfolio is conducted by TILO Master Trainer, Senior Teacher and MOE Supervisors.

B. Senior Teachers Portfolio (App.2)

TILO Senior Teachers create the senior teacher's portfolio to maintain their progress as teachers as well as providing Support, follow-up and giving constructive feedback to other teachers through tracking following items:

1. Samples from his/her activities (incorporating effective teaching methods and IT integration).
2. Subject Teachers' schedule for the IT Activity room and laptop use.
3. Samples from students work.
4. Samples from other subject teachers activities (incorporating effective teaching methods and IT integration)
5. SCOPE (Classroom observation sheet + top page)
indicating the complete information for the teacher and the date of visit, recommendations and the action plan(appendix3)
6. Senior Teachers' follow up and support forms:
Meeting Schedule (App.4)
Meeting Sign in (App.5)
Meeting Minutes (App.6)
Classroom Visit Schedule (App.7)

Follow up and Monitoring on the Senior Teacher's portfolio is conducted by the Master Trainer and Moe Supervisors.

App.1

Teacher's portfolio maintaining the following:

Items
1. Samples from his Activities (incorporating Effective Teaching Methods and IT integration)
2. Teacher's Schedule for the IT Activity Room and Laptop use.
3. Samples from students work
4. SCOPE (classroom observation sheet+ top sheet for SCOPE) indicating the complete information for the teacher and the date of the visit, recommendation and the action plan

Senior Teachers portfolio maintaining the following:

Items
1. Samples from his Activities (incorporating Effective Teaching Methods and IT integration)
2. Teacher's Schedule for the IT Activity Room and Laptop use.
3. Samples from students work
4. Samples from other Teachers Activities (incorporating ETM and IT)
5. SCOPE (classroom observation sheet+ top sheet from SCOPE) indicating the complete information for the teacher and the date of the visit, recommendation and the action plan
6. Senior Teachers Follow up and Support Forms. (Meetings schedule, Sign in sheet, Meeting minutes, , Classroom visit schedule)

SCOPE + (Standards-based Classroom Observation Protocol for Egypt (SCOPE))

Background data)

More information about Scope is available in STAMP- Appendix

THE TEACHER:	RATING				
	1	2	3	4	5
1. Manages instructional time effectively					
2. Demonstrates effective classroom management skills					
3. Makes effective use of different instructional resources and strategies to explain and model subject matter concepts and skills					
4. Engages students in carefully structured cooperative learning experiences					
5. Implements instruction that targets the development of students' social and collaborative skills					
6. Actively ensures the participation of all students in learning activities irrespective of their sex, achievement level, special needs, giftedness and other differences					
7. Uses diverse instructional strategies to promote active student participation in learning					
8. Effectively asks probing and open-ended questions that encourage thinking, and help students explicate their thinking					
9. Encourages students to have a voice in the learning environment					
10. Provides students with opportunities to build meaningful connections between different subject matter areas, and between these areas and everyday life experiences					
11. Provides students with structured opportunities to apply their understandings and skills to everyday life situations and problems					
12. Provides students with structured opportunities to reflect on their own learning					
13. Provides and helps students suggest ample, specific, and constructive feedback					
14. Uses student prior knowledge and experiences to plan and adjust instruction					
15. Provides students with opportunities to practice higher order and critical thinking skills					
16. Provides students with opportunities to develop problem solving skills					
17. Uses technology and/or other tools to increase opportunities for exploration, manipulation of knowledge, and hands-on learning *					

THE STUDENTS:

	1	2	3	4	5
18. Gather, classify, analyze, and synthesize evidence and/or information and make defensible inferences					
19. Ask critical questions or make critical comments regarding information, ideas, and assumptions discussed in textbooks or class					
20. Define problems and come up with questions for further investigation					
21. Provide alternative approaches to solving similar problems					
22. Assess the effectiveness of alternative approaches to solving a problem and defend the most effective approach					
23. Utilize technology tools in ways that help them to manipulate knowledge, explore, and practice *					

App.4

Meeting Schedule جدول الاجتماعات/ المدرسين الأوائل

الاسم:	Name:	المادة:	Subject	المدرسة:	School	المحافظة:
كلستر:	Cluster	المجموعة:	Group	شهر:	Month	
التاريخ	الوقت	المكان	الموضوع	المشاركون		
Date	Time	Location	Topic	Participants		

App.5

TILO Meeting Sign in Sheet كشف حضور الاجتماعات

المدرسة:	School:	المحافظة:	Governorate	شهر:	Month
كلستر:	Cluster	المجموعة:	Group	التاريخ :	Date
الاسم / Name	Title/الوظيفة	المرحلة / Stage	الإمضاء/Signature	ملاحظات/Comment	

Meeting minutes Form نقاط الاجتماع

Meeting called by / منظم الاجتماع:
Topic / موضوع الاجتماع
Date / التاريخ
Timekeeper / ملاحظ الوقت
Note taker / المدون
Attendees / أسماء الحاضرين

Discussion Points / نقاط المناقشة:		
Conclusions / الخلاصة:		
خطه العمل Action plan	المسئول عن خطه العمل Person responsible	الموعد النهائي Deadline

App.7

Classroom Visit Schedule Form جدول زيارات الفصول (المدرسين الأوائل/ موجهين وزارة التربية و التعليم)

School المدرسة: المجموعة:		Cluster المجموعة:	Subject المادة: المجموعة:	Governorate المحافظة:	Observer: الملاحظ:	Group المحافطة:
Date of visit تاريخ	Teacher المدرس	Grade الصف	Assessment Tool Used أداة التقييم المستخدمة			

2. Creation and management of community participation: (CLCs)/community use of resources

The Ministry of Education's strategic plan emphasizes the importance of making the school resources available for community members, students and teachers in other schools.

The MOE has created CLC bylaws to organize this process and to ensure consistent management of this process at the school level

The STAMP should plan the hours and use of the community learning centers.

Suggested Tools:

Ministry of Education Community Learning Center bylaws (CLC bylaw is available in STAMP- Appendix)

Execution plan:

After discussions with your team kindly fill out the following table:

Specific objectives	Activities /Procedures	Responsible Person	Timing/dates	Contribution of Idara/ others	Estimated budget /resources Community school	Success indicators

3. School IT support, Maintenance and Troubleshooting

The IT Support plan guides schools in how to maintain equipment and troubleshoot through challenges. It supports the successful integration of technology in the school educational process.

The STAMP committee representatives are expected to be highly involved in this part.

The STAMP should designate responsible people and plan regular meetings and trainings

Suggested Tools:

- Planning /protocols made by ICS/TILO
- Payment Plan for connectivity

Execution plan

After discussions with your team kindly fill out the following table:

Strategy /Specific objectives	Activities /Procedures	Responsible Person	Timing/dates	Contribution of Idara/ others	Estimated budget /resources Community school	Success indicators

Connectivity Payment Plan

School name:

Subscription fees			Responsible for payment	When	Receipts Receiving confirmation	Resources for payment
Monthly fees	Quarterly fees	Annual fees				

4. Professional Development of Teachers

Teachers' ongoing professional development and training on how to use technology to support teaching and learning is important to long term success. Please outline the school's professional development and training plan, including inputs provided by the school, Idara and by others. This should also be included in the school improvement plan.

Kindly consider the following questions when planning:

- Why is professional Development the most important part of sustaining change in your school?
- Who should be the member of the technology committee at your school?
- How to connect with student learning?
- List opportunities that you can provide for your teachers to master using technology.
- How to assist your teachers to ensure the direct link between the technology and the curriculum?
- How is your school going to promote and support your teachers as they work together to develop professionally?
- How long is your school's professional plan? And what are the different phases of your plan?

The STAMP should organize and manage regular monthly / weekly professional development activities and ongoing systems for teacher support.

Suggested Tools:

- Schools Professional Development/Training Plan (appendix 8)

APP.8

Professional Development/Training Plan Form

نموذج خطة التدريب / التطور المهني للمدرسة

Idara name:

اسم المدرسة/School Name

Main Education Objective: - - - - -

Workshop Name	Objectives	Training Target	Skills	Training coordinator	Date	Training resources	Monitor Name

Kindly attach trainees name list

School Stamp

School Manager Signature

5. Partnerships

Developing partnerships to maximize the amount of technology in the school test out new practices, and increase the quality of teaching and learning is recommended.

Consider the following categories when establishing partnerships:

- Organizations that can provide Egyptian Schools with technology infrastructure
- Partners able to provide relevant pedagogical or ICT training
- Partners that support school management and community involvement
- Partners with opportunities for innovation who can expand technology options, training or digital resources beyond TILO's basic packages

The STAMP will organize how participants are developed and managed

The Board of Trustees is expected to play a key role in helping the school to establish such partnerships

Execution plan

After discussions with your team kindly fill out the following table:

Specific objectives	Activities /Procedures	Responsible Person	Timing/dates	Contribution of Idara/ others	Estimated budget /resources Community school	Success indicators

6. Financial planning/ Fund Raising (connected to CLC + others)

Schools should plan out how they will cover the costs associated with technology use, including items such as internet, paper and printer cartridges, as well as security for after hours use.

This may also be a part of your school improvement plan

Execution plan

After discussions with your team kindly fill out the following table:

Specific objectives	Activities /Procedures	Responsible Person	Timing/dates	Contribution of Idara/ others	Estimated budget /resources Community school	Success indicators